

**ELK TOWNSHIP BOARD OF EDUCATION
ELK TOWNSHIP, NEW JERSEY 08028**

**ORDER OF BUSINESS AND AGENDA
ELK TOWNSHIP BOARD OF EDUCATION
MARCH 9, 2023
REGULAR BOARD OF EDUCATION MEETING
AURA SCHOOL MEDIA CENTER – 7:00 PM**

**Updated information will have an asterisk in front of it*

REGULAR MEETING

1. Call to Order – 7:00 P.M.

As President of the Elk Township Board of Education, I hereby certify that all provisions of the “Open Public Meeting Law”, P. L. 1975, Chapter 231 have been met. Notice of this meeting was mailed to “The South Jersey Times” and “The Sentinel” as well as the Municipal Clerk of Elk Township.

2. Pledge of Allegiance

3. Our Mission

We strive to educate students and assist them in realizing their full potential as responsible, productive, contributing members of society by providing an educational environment in which students are challenged, differences are valued, and excellence is expected.

4. Roll call

5. Motion to approve meeting minutes as listed

A. Regular - [2/09/2023](#)

6. Communications/Presentations

A.

7. Public Participation (First) Time Limit: 3 minutes per group or individual not being represented by a group.

The public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the appropriate administrator(s) or staff member(s). Such matters should only be brought to the Board after all avenues within the chain of command have been exhausted. Please remember that the Board is limited in its ability to respond to the public on the following matters: personnel, anticipated and pending litigation, negotiations, attorney-client privilege, unwarranted invasion of individual privacy, tactics and techniques in protecting safety and property of the public.

8. Committees:

A. Personnel/Policy/Curriculum & Technology

1. Personnel – (Sarah Ruczynski)

(all hiring is pending completion of required state paperwork and is dependent upon COVID 19 legislation and funding)

- a. I make a motion to approve the following retirements/resignations as listed:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Karen Scheeper	Principal's Administrative Assistant	6/30/2023
Kathleen Nichols	CST Administrative Assistant	6/30/2023
Alexandra Long	4th Grade Teacher	6/30/2023
Christine Bunting	Librarian	6/30/2023

2. Policy – (Eugene Thomas)

- a. I make a motion to approve on first reading the following policies and regulations as listed:

<u>Policy # 2423</u>	Bilingual and ESL Education (M) (R)
<u>Reg. # 2423</u>	Bilingual and ESL Education (M) (R)
<u>Policy # 2425</u>	Emergency Virtual or Remote Instruction Program (M) (R)
<u>Reg. # 2425</u>	Emergency Virtual or Remote Instruction Program (M) (R)

- b. I make a motion to approve the abolishment of the following policies as listed:

<u>Policy # 1648.11</u>	The Road Forward COVID 19 Health and Safety (M)
<u>Policy # 1648.13</u>	School Employee Vaccination Requirements (M)

3. Curriculum & Technology - (Cheryl Potter)

- a. I make a motion to approve submission of the 2023-2024 Comprehensive Equity Plan Statement of Assurance
- b. I make a motion to approve submission of the 2023-2024 ECPA Preschool Education Aid One Year Preschool Program Budget

B. Budget & Finance/Facilities/ Transportation

1. Budget & Finance – (Angelique Stoney-Siplin)

- a. I make a motion to approve the [Board Secretary's Report](#) in accordance with 18A: 17-36 and 18A: 17-9 for the month of January 2023. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A – 16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year
- b. I make a motion to approve the [Treasurer's Report](#) in accordance with 18A:17-9 and 18A:17-36 for the month of January 2023. The [Treasurer's Report](#) and [Secretary's Report](#) are in agreement for the month of January 2023
- c. I make a motion to approve in accordance with N.J.A.C. 6A:23A – 16.10 (c) 2 the certification of the Board Secretary that there are no changes in anticipated revenue amounts or revenue sources
- d. I make a motion to approve [Board of Education Certification](#) – pursuant to N.J.A.C. 6A:23A – 16.10 (c) 4. We certify that after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A – 16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year
- e. I make a motion to approve the January [Transfer Report](#)
- f. I make a motion to approve the following bills as listed:
 1. General Bill List \$ [276,373.41](#)
 2. Hand Check \$ [21,086.58](#)
 3. Cafeteria Bill List \$ [14,890.27](#)

2. Facilities – (J. Wilson Hughes, Jr.)

- a. I make a motion to approve the following facility requests as listed:

<u>Organization</u>	<u>Facility Requested</u>	<u>Dates Requested</u>	<u>Time Requested</u>
Student Congress	All Purpose Room (<i>Talent Show Tryouts</i>)	3/23/2023	3:05 pm - 4:30 pm
E.T.E.A.	All Purpose Room, Library & Art Room (<i>Math Family Bingo</i>)	3/27/2023	5:30 pm - 8:30 pm
Student Congress	All Purpose Room (<i>Talent Show</i>)	3/28/2023	5:00 pm - 8:00 pm
Drama Club	All Purpose Room		2:00 pm - 3:00 pm

	(Play)	6/01/2023	6:00 pm - 7:30 pm
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(All facility requests are pending proper insurance certificates)

3. Cafeteria – (Colleen Barbaro)

- a. I make a motion to approve the January 2023 cafeteria report as listed:

Total Income	14,666.01
Total Expense	(12,031.75)
Net Income or (Loss)	2,634.26
Average Daily Attendance	314
Average Daily Participation	191
Percentage of Participation	61%

- b. For the information of the Board the [Nutri-Serve monthly report](#) is attached

4. Transportation – (Lynnette Peterson)

- a. None

9. Superintendent's Report

- A. Recommend the Board approve the following field trips in accordance with our fee schedule and educational significance as listed:

<u>Date</u>	<u>Location</u>	<u>Grade/Time</u>
4/24/2023	Please Touch Museum Philadelphia, PA	1st Grade 8:45 am - 1:45 pm
5/03/2023	Philadelphia Zoo Philadelphia, PA	3rd Grade 8:45 am - 1:45 pm

- B. Recommend the Board approve the January 2023 HIB report as previously submitted
- C. Recommend the Board acknowledge the receipt of the following reports as listed:
1. [Enrollment](#)
 2. [Staff Attendance](#)
 3. [Nurse's Report](#)
 4. HIB Report - [February 2023](#)
 5. [Facility Manager's Report](#)
 6. [Principal's Report](#)
 7. Fire Drills/Crisis Drills

Fire Drill	2/28/2023	1:10 pm
Lockdown Drill	2/28/2023	8:58 am

10. **Legislation** (Angelique Stoney-Siplin)
 - A. [Legislative Update](#)
11. **Gloucester County School Board Association** (Sarah Ruczynski)
 - A.
12. **School Business Administrator's Report**
 - A. Recommend the Board approve the Certification of Compliance with Federal and State Law Respecting the Reporting of Compensation for Certain Employees for the calendar year ending December 31, 2022 - [E Cert](#)
13. **Old Business**
14. **New Business**
15. **Public Participation (Second) Time Limit: 3 minutes per group or individual not being represented by a group.**

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16. **Executive Session**
 - A. I make a motion to enter into executive session to discuss matters as listed, not to be made public at this time

ELK TOWNSHIP SCHOOL DISTRICT BOARD OF EDUCATION
Resolution Authorizing Executive Session

WHEREAS, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and

WHEREAS, the Board of Education of the Elk Township School District has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the regular meeting of this Board of Education will reconvene at the conclusion of closed session, at approximately_____ p.m. this evening

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Elk Township School District will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

1.

BE IT FURTHER RESOLVED that the Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board Attorney advises the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

I, Joseph Collins, Board Secretary do hereby certify the above to be a true and correct copy of a resolution adopted by the Elk Township School District Board of Education at their meeting held on March 9, 2023.

Joseph Collins, Board Secretary

Start time for Executive Session: _____ p.m.

End time for Executive Session: _____ p.m.

17. PUBLIC PARTICIPATION (Third) Time Limit: 3 minutes per group or individual not being represented by a group.

The public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the appropriate administrator(s) or staff member(s). Such matters should only be brought to the Board after all avenues within the chain of command have been exhausted. Please remember that the Board is limited in its ability to respond to the public on the following matters: personnel, anticipated and pending litigation,

negotiations, attorney-client privilege, unwarranted invasion of individual privacy, tactics and techniques in protecting safety and property of the public.

18. Motion to adjourn at: _____ p. m.